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April 3, 2002

To: County and District Superintendents of Schools  
County and District Chief Business Officials  
Charter School Administrators

From: Janet Sterling, Director  
School Fiscal Services Division

Subject: Energy Funding

This letter provides information about the energy assistance funding appropriated in Item 6110-485 of Senate Bill 3X 1 (Chapter 1, Statutes of 2002). The energy funding provides a one-time \$67 million allocation for fiscal year 2001-02 for school districts, county offices of education (COEs), and charter schools to be used for energy conservation measures, increased energy costs, career/technical education one-time purposes, or any other one-time educational purpose. In addition, any unused balance from an \$8 million set aside for third year Immediate Intervention/Underperforming School program (IIUSP) participants will augment the energy allocations.

#### Eligibility

All school districts, COEs and charter schools with a separate county-district-school (CDS) code as maintained by the Superintendent of Public Instruction as of June 30, 2000, and that were in operation during the entire 2000-01 school year are eligible to receive the energy allocation.

#### Application

As a condition for receipt of the energy allocation, the local governing board of each participating school district, COE, and charter school, hereafter referred to as local educational agencies (LEAs), shall submit the enclosed "Certification of Compliance, Governing Board Resolution, Energy Assistance Allocation, Fiscal Year 2001-02." The certification must be submitted following the adoption of a resolution by the local governing board in a regularly scheduled public meeting no later than June 30, 2002. The resolution must "identify energy conservation measures that result in a decrease in the amount of energy used by schools within the local education agency." The resolution "shall also include a list of specific actions that will be carried out to achieve the reduction in energy use." A sample resolution is enclosed. The LEA's actual resolution need not be identical to the sample so long as it contains the above required information. It will not be necessary for the LEA to submit the actual resolution to the California Department of Education (CDE); LEAs, however, must submit the enclosed certification of compliance.

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#### Funding Formula

Funding will be allocated to all LEAs on the basis of an equal amount per pupil. The funding rate, excluding set aside funds of \$8 million, is estimated to be at least \$10 per pupil. This rate will increase when (if) any unused balance in the \$8 million set aside is factored into the allocation. However, no LEA shall receive less than \$3,750 multiplied by the number of schoolsites within its jurisdiction.

#### Pupil Counts

Pupil counts will include regular 2000-01 P2 ADA and average daily enrollment in preschool programs and child care programs operated under contract with the CDE on LEA schoolsites.

Sources for the regular 2000-01 P2 ADA will include:

##### School Districts

Forms J-18/19, J-18/19B, J-18/19S, Line F

##### County Offices

Form J-27/28, Lines A-1 through A-9, B, C-2, C-3, D-1, D-2, and I  
Form J-18/19C, total Column D

##### Charter Schools

Form J-18/19CH, Line C  
Form J-18/19CH/BG, Line B  
Form J-18/19CH/BG/U, Lines A-1 through A-5 and E-1 through E-5  
Form J-27/28CH/BG, Line B

Average daily enrollment for preschool and child care programs operated under contract with CDE on LEA schoolsites will be determined by child days of enrollment reported on EDP 190, Column E of the June 2000-01 Form CDFS 9500 divided by 175 for the preschool program, or 246 for the general, migrant, and school age community childcare programs.

#### Schoolsite Defined

A schoolsite is defined as any public school that was a wholly self-contained site, with a separate county-district-school (CDS) code as maintained by the Superintendent of Public Instruction as of June 30, 2000, and that was in operation during the entire 2000-01 school year. Two or more schools that share a physical site or staff shall be considered a single schoolsite. This is the same definition as was used for the 2000-01 School Site Block Grant.

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### Apportionments

Several apportionments between April 2002 and August 2002 are planned wherein LEAs submitting the enclosed certification will receive 100 percent of their allocation. Thus, the earlier the certification is submitted, the sooner the LEA's payment will be scheduled. Any unclaimed portion of the \$67 million and any balance remaining in the \$8 million set aside will be re-allocated to all participants in subsequent apportionments.

Funding for direct funded charter schools will appear on program apportionment schedules separate from the district or county amount. Funding associated with all other participating charter schools will be included in the district or county amount with a sub-allocation for the charter school separately identified in the schedule.

### Use of Funds

The funding may be used for energy conservation measures, increased energy costs, career/technical education one-time purposes, or any other one-time educational purpose. LEAs do not have a specified time limit in which they have to spend these funds. The money allocated may be carried over annually but must be spent in accord with the specified uses.

LEAs will have discretion to allocate the energy assistance funding within their jurisdictions as they deem appropriate. This means that the LEA need not distribute the funds to each of its schools, nor is the LEA required to allocate the funds to each school on a proportionate basis.

Appendix 1 lists programs available to school districts that can assist the LEA in identifying cost-effective energy conservation measures for schools.

### Accounting

Expenditure of the energy allocation is unrestricted. For standardized account code structure (SACS) coding, use Resource Code 0000, and Revenue Object Code 8590, All Other State Revenue. For non-SACS coding, use Income Account 8590, All Other State Revenue. Indirect costs, limited by the LEA's approved indirect cost rate, may be charged to the program.

### Questions

For information on energy saving programs for schools please contact Virginia Lew at (916) 654-3838 or the contacts listed in Appendix 1. For more information regarding the energy funding please contact Richard Zeiszler at (916) 324-4533 or by e-mail ([rzeiszle@cde.ca.gov](mailto:rzeiszle@cde.ca.gov)), or Shirley McGuire at (916) 323-1385, or by e-mail ([smcguire@cde.ca.gov](mailto:smcguire@cde.ca.gov)). This letter and additional information as it becomes available can be obtained from our Web Site at: [www.cde.ca.gov/fiscal/categorical/](http://www.cde.ca.gov/fiscal/categorical/).